

Certification

I declare to the best of my knowledge and belief that the attached document(s) are true electronic copies of the executed collective negotiations agreement(s) and the included summary is an accurate assessment of the collective bargaining agreement for the term beginning 7/1/2010 thru 6/30/2013.

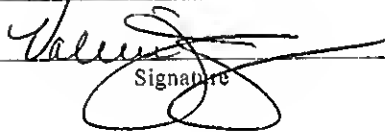
Employer: Institute for Excellence Charter School

County: Camden

Date: 7/12/2012

Name: Valerie J. Carmody
Print Name

Title: Interim Business Administrator


Signature

CONTRACT AGREEMENT

May 9, 2012

This Agreement by and between The Institute for Excellence Charter School Board of Trustees and the Winslow Charter Education Association (WCEA) (collectively referred to as "the parties").

WHEREAS, the parties agree and acknowledge that TIFECS operates under a Charter from the New Jersey Department of Education, if at any time the Charter is terminated or not renewed, all terms and conditions of this Agreement cease to exist as of the last day TIFECS is allowed to remain open pursuant to the Charter provided by the New Jersey Department of Education; and

WHEREAS, If any provision of this Agreement, or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect; and

NOW THEREFORE, the parties have agreed to the following terms and conditions:

1. **Recognition:** The Board hereby recognizes the Association as the exclusive representative of all the employees included below for the purposes of collective negotiations with respect to terms and conditions of employment. The representative is responsible for representing the interests of all unit employees without discrimination and without regard to employee organization membership. The representative and the above named Employer shall meet at reasonable times and negotiate in good faith with respect to grievances and terms and conditions of employment as required by the Act.

Included: All regularly employed nonsupervisory certificated personnel and all regularly employed nonsupervisory support staff of the Institute for Excellence Charter School.

Excluded: Managerial executives, confidential employees, and supervisors within the meaning of the Act; craft employees, police, casual employees, and all other employed by The Institute for Excellence Charter School.

2. **Negotiation of Successor Agreement:** This agreement shall not be modified in whole, or in part, or extended orally, by the parties except by an instrument in writing duly executed by both parties.

3. **Payroll Dues Deduction:** The Board agrees to deduct from the salaries of its employees dues for the membership in the Association, as said employees individually and voluntarily authorize the Board in writing to make said deductions. Employees that have not provided the Board with written authorization for such deductions shall have

deducted from their wages eighty-five percent (85%) of the membership dues as allowed under New Jersey law. All membership dues deductions shall be made in compliance with Chapter 233, Public Laws of 1969 (N.J.S.A. 52: 14-15.9c) and under such rules established by the State Department of Education. Said monies, together with records of any corrections, shall be transmitted to the treasurer of the Association by the 30th of each month following the monthly pay period in which deductions were made. The Association treasurer shall disperse such monies to the appropriate Association or Associations.

4. **Duration of Agreement:** This Agreement shall be effective as of July 1, 2010 where noted and shall continue in effect until June 30, 2013. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated above.

5. **Salaries:**

Salary Increases for Certificated Staff:

- Effective 7/1/10: 2.5 % (retroactive to 7/1/10)
- Effective 7/1/11: 2 % (retroactive to 7/1/11)
- Effective 7/1/12: 2 %

Salary Increases for Custodians and Instructional Teaching Assistants:

- Effective 7/1/10: 2.5 % (retroactive to 7/1/10)
- Effective 7/1/11: 2 % (retroactive to 7/1/11)
- Effective 7/1/12: 2 %

Hourly Rate Increases for Food Service Staff:

- 2010-11: 2.5 % (retroactive to 7/1/10)
- 2011-12 2 % (retroactive to 7/1/11)
- 2012-13 2 %

All retroactive pay will be paid as soon as possible in one check, but no more than thirty days after ratification and approval of the final agreement.

6. **Pay Calendar:** Employees are paid two times per month on the 15th and 30th. If pay dates fall on holidays or weekends, pay will be made on the last school/work day before the holiday or weekend.

7. **Hiring Guide:** See Appendix A.

8. **Stipend Guide:** See Appendix B.

9. **Grievance Procedure:** See Appendix C. Arbitration is binding for disciplinary grievances and all grievances regarding the length of the school day. All other matters will be advisory arbitration. If the Board rejects two advisory arbitration awards, the third grievance will be binding. Thereafter, the pattern of arbitration is reset back to advisory arbitration.

10. **Insurance Benefits:** See Appendix D.

11. **Personnel File:** All employees are permitted to review their personnel file in the presence of an Administrator within three working days of the administrator's receipt of the written request.

12. **Reductions In Force (RIF):** All RIFs must occur according to the current law in effect at the time of the RIF.

13. **Bereavement Leave:** Only regular full-time employees are eligible for paid bereavement leave.

The following schedule shall apply for paid bereavement leave:

Five Days	Spouse, Child, Parent, Sister, Brother, Step-Parent, Step-Children, Parent-In-Law, and any other person for whom legal guardianship exists.
Three Days	Grandparents, Grandchildren, Brother or Sister In Law
One Day	Aunts, Uncles, First Cousins

With an Administrator's approval, an employee may take up to one full day without pay, personal leave, or a day of earned vacation to attend funerals of other relatives and friends.

14. **After School Employee Meetings:** Employees are required to attend up to 10 after school faculty meetings per school calendar year. All building meetings will begin 10 minutes after the instructional day, unless an emergency requires one before school, and last no more than 30 minutes. The schedule of meetings shall be published by 9/15 for the year and changes in the scheduled meetings shall be posted within one week's notice minimally, unless an emergency exists. Full TIFecs staff meeting (faculty from all buildings) will start 10 minutes after the instructional day at the building with the latest dismissal.

15. **New employee starting pay:** The starting salary for new employees will not exceed that of existing employees with similar credit for experience and degrees. Administrators

will use the hiring guide and any increases since its last design for guidance and negotiate beginning salary based on need for particular certification, candidate pool, and other related concerns. This clause expires with the expiration of this agreement.

16. Other Provisions

A. The Board and the Association agree that there shall be no discrimination and that all practices, procedures, and policies of the school system shall clearly exemplify that there is no discrimination in the hiring, training, assignment, promotion, transfer or discipline of employees or in the application or administration of this Agreement on the basis of race, creed, color, religion, national origin, sex, domicile, marital status, age, or sexual orientation.

B. Whenever any notice is required to be given by either of the parties of this Agreement to the other, pursuant to the provision (s) of this Agreement either party shall do so in writing to the following addresses:

If by Association to the Board at: Board of Trustees
The Institute for Excellence Charter School
41 South Route 73
Hammonton, NJ 08037

If by Board to the Association at: Ms. Charity Knecht, WCEA President
603 Tabernacle Road
Medford, New Jersey 08055

CERTIFIED PERSONNEL

1. **Hiring Guides:** See Appendix A.

2. **Stipend Positions:** These positions will be advertised and filled through application and selection and to be recommended by the Director/CSA to the Board of Trustees annually. Stipend positions have responsibilities that require work beyond the work day. The Director/CSA in consultation with staff members can recommend to the board additional stipend positions as the school grows and it becomes clear that these positions are needed. The Director will have responsibility to prepare job descriptions to accompany recommendations to the board. Amounts to be paid for these positions need to be negotiated with the WCEA. When this occurs, no other items in the contract and no other new items can be negotiated. See Appendix B for Stipend Salaries.

3. **Grievance Procedure:** See Appendix C. Arbitration is binding for disciplinary grievances and all grievances regarding the length of the school day. All other matters will be advisory arbitration. If the Board rejects two advisory arbitration awards, the third grievance will be binding. Thereafter, the pattern of arbitration is reset back to advisory arbitration.

4. **Insurance Benefits:** See Appendix D.

5. **One-Time Consideration for Lengthening the Work Day:** In order to provide for the health, safety and welfare of TIFECS students and ensure that appropriate student supervision is maintained, the teaching personnel have agreed to extend their work day from 8 hours and 10 minutes a day to 8 hours and 20 minutes a day upon ratification and approval of this Agreement. For all teaching personnel on staff at ratification and approval of this Agreement, there will be a one-time payment of \$900 made to the base of each teaching personnel's salary from the beginning of the 2011-2012 school year. The 2011-2012 salary increase will be applied after the salary adjustment has been made to the base.

6. **Length of School Year:** The school year shall be 197 days for certified personnel that includes five professional development days before the student school year starts, two during the school year with at least one in November, and two professional development days after the students' last day of school. The student school year shall be 188 days. The number of days in the school year is prescribed by the TIFECS Charter approved by the New Jersey Department of Education.

7. **Teacher Prep Period:** Teachers shall have a minimum of 225 minutes of duty free prep time per week for each five day week.

8. **Teacher Attendance at Night Meetings:** All certificated personnel shall attend 3 evening meetings per school year, one of which is Back to School Night. In addition, grade level, special education, and basic skills teachers shall attend two evening parent-teacher conference nights. Special areas teachers shall sign-up for, attend, and assist with two evening events related to student work/performance. Administrators may request changes to balance attendance. All other certificated employees shall sign-up for, attend, and assist at two evening events of their choice. On parent-teacher conference days, certified employees are required to report to their work station 10 minutes before conferences start, even if a teacher does not have a formal appointment established. On the two parent-teacher conference evenings, teachers may leave school 10 minutes after the instructional day (early dismissal) is completed and return later for conferences.

9. **Teacher Work Day:** The length of the teacher work day is 8 hours and 20 minutes. Teaching personnel report to their assigned stations 10 minutes before the student instructional day and stay 10 minutes after student instructional day in the afternoon. Teaching personnel receive a 45 minute duty free lunch each day.

10. **Service Credit:** One year of teaching service credit (eligibility for any pay increase in the following year) will be awarded after serving a minimum of 100 days in one year under a regular professional contract. Substitute service does not count towards the awarding of service credit.

11. **Performance Evaluations:** All evaluations must be conducted as required by law which is a minimum of 3 for non-tenured staff and 1 for tenured staff. Each observation

shall be followed by written results delivered to the employee before the post-observation conference to be held within five working days of the observation. All written evaluations shall be signed by the evaluator and the staff member; staff member signatures acknowledge receipt of same and are not deemed to be an acceptance of the evaluation by the employee.

12. **Notification of Contract:** All contract renewals, non-renewals, and tenure decisions shall be carried out according to law. Teachers shall be notified of employment for the ensuing year no later than May 15th.

13. **Professional Development:** All individual employee professional development days must be approved by Administration and the TIFecs Board based upon the need for the professional development and the financial cost of the program. All professional development days must provide an educational benefit to the TIFecs community and the employee attending must share the information with fellow employees upon the request of Administration. TIFecs shall provide professional development certificates for all school professional development programs upon completion of sessions.

14. **Personal Days:** All teachers receive four non-cumulative personal days per year which must be approved by Administration prior to use of the personal day. Personal leave may be used in units of no less than half-day increments at any one time. Personal leave time is intended to be used to accomplish personal business that cannot be accomplished during time other than normal working hours. Administrators shall consider the number of absences already approved on days when personal days are requested; and may limit the number of personal days on any school day. Unused personal days will be converted to sick days. Staff members should not anticipate approval of personal leave requests for days before or after a long weekend or vacation. Special requests may be granted.

15. **Sick Leave:** Employees shall receive 10 sick days per year, cumulative without limit. Up to five days sick leave per year may be used as family care leave. Only upon retirement teachers may receive compensation for unused sick days of \$75 per day up to a maximum of \$15,000. This provision is subject to change based upon the law in effect in New Jersey upon retirement.

16. **Hourly Rate for Specified Work:** Certified teaching personnel shall be paid \$32 per hour for summer school teaching, curriculum writing and summer task force/teams, and committee work as directed beyond the work day by Administration and pre-approved by the Board.

17. **Recognition of Advanced degrees:** Earning a Master's degree from an accredited college or university will increase a certified teacher's pay by \$1,300 added to base salary. Evidence of this new degree must be submitted by September 1st for additional pay to be included in regular pay no later than October payment.

18. **Tuition reimbursement:** Tuition reimbursement is not in effect for the 2011-12 and 2012-13 school years. This clause gets implemented for the 2013-2014 school year with an established pool of \$20,000. If funds are not distributed in any school year, they will not be carried over into the next school year. Individual reimbursement will be considered on the order of written submission.

All courses considered for reimbursement are required to meet criteria under current New Jersey law as of the date of class registration, including but not limited to: (a) institution shall be an accredited institution of higher education; (b) Director approval is required prior to enrollment; and (c) course or degree must be related to the employee's current or future job responsibilities.

Maximum reimbursement per person will be \$1,500 per year. Tuition reimbursement will be calculated at 50% of the current Rowan rate to a maximum of \$500 per credit. A grade of B or better is required for reimbursement and proof of completion is required to be submitted to the Director/CSA within 60 days of receipt of final grade. Notice and complete paperwork must be provided to Director/CSA by September 1 for payment to be included in regular pay no later than the October payment.

NON-CERTIFIED PERSONNEL TEACHING ASSISTANTS

1. **Hiring Guides:** See Appendix A.

2. **Stipend Positions:** These positions will be advertised and filled through application and selection and to be recommended by the Director/CSA to the Board of Trustees annually. Stipend positions have responsibilities that require work beyond the work day. The Director/CSA in consultation with staff members can recommend to the board additional stipend positions as the school grows and it becomes clear that these positions are needed. The director will have responsibility to prepare job descriptions to accompany recommendations to the board. Amounts to be paid for these positions need to be negotiated with the WCEA. When this occurs, no other items in the contract and no other new items can be negotiated. See Appendix B for Stipend Salaries.

3. **Grievance Procedure:** See Appendix C. Arbitration is binding for disciplinary grievances and all grievances regarding the length of the school day. All other matters will be advisory arbitration. If the Board rejects two advisory arbitration awards, the third grievance will be binding. Thereafter, the pattern of arbitration is reset back to advisory arbitration.

4. **Insurance Benefits:** See Appendix D.

5. **One-Time Consideration for Lengthening the Work Day:** In order to provide for the health, safety and welfare of TIFECs students and ensure that appropriate student supervision is maintained, teaching assistants have agreed to extend their work day from 8 hours and 10 minutes a day to 8 hours and 20 minutes a day upon ratification and approval of this Agreement. Teaching Assistants agree to a one-time payment of \$450

made to the base of each Teaching Assistant's salary from the beginning of the 2011-2012 school year. The 2011-2012 salary increase will be applied after the salary adjustment has been made to the base.

6. **Length of Day:** The length of the teaching assistant work day is 8 hours and 20 minutes. Teaching assistants report to their assigned stations 10 minutes before the student instructional day and stay 10 minutes after student dismissal in the afternoon. Teaching assistants receive a 45 minute duty free lunch each day. There is no prep time for teaching assistants and during the time their assigned teacher has prep time, the teaching assistant will assist other staff members to whom they are assigned. On student early dismissal days for parent-teacher conferences, instructional assistants shall work their regular work day as assigned by administrators.

7. **Length of School Year:** The school year shall be 197 days for certified personnel and teaching assistants that includes five professional development days before the student school year starts, two during the school year with at least one in November, and two professional development days after the students' last day of school. The student school year shall be 188 days. The number of days in the school year is prescribed by the TIFecs Charter approved by the New Jersey Department of Education.

8. **Attendance at Night Meetings:** All teaching assistants shall attend 3 evening meetings per school year, one of which is Back to School Night. In addition, teaching assistants shall sign-up for, attend, and assist with two other evening meetings related to student work/performance. Administrators may request changes to balance attendance.

9. **Performance Evaluations:** All evaluations must be conducted as required by law which is a minimum of one for each staff member. Each observation shall be followed by written results delivered to the employee before the post-observation conference to be held within five working days of the observation. All written evaluations shall be signed by the evaluator and the staff member; staff member signatures acknowledge receipt of same and are not deemed to be an acceptance of the evaluation by the employee.

10. **Notification of Contract:** All contract renewals, non-renewals, and tenure decisions shall be carried out according to law. Teaching assistants shall be notified of employment for the ensuing year no later than May 15th.

11. **Professional Development:** All individual employee professional development days must be approved by Administration and the TIFecs Board, based upon the need for the professional development and the financial cost of the program. All professional development days must provide an educational benefit to the TIFecs community and the employee attending must share the information with fellow employees upon the request of Administration. State required workshops and professional development will be provided and proof of attendance is required.

12. **Personal Days:** All teaching assistants receive four non-cumulative personal days per year which must be approved by Administration prior to use of the personal day. Personal

leave may be used in units of no less than half-day increments at any one time. Personal leave time is intended to be used to accomplish personal business that cannot be accomplished during time other than normal working hours. Administrators shall consider the number of absences already approved on days when personal days are requested; and may limit the number of personal days on any school day. Unused personal days will be converted to sick days. Staff members should not anticipate approval of personal leave requests for days before or after a long weekend or vacation. Special requests may be granted.

13. **Sick Leave:** Teaching assistants shall receive 10 sick days per year cumulative without limit. Up to five days sick leave per year may be used as family care leave. Only upon retirement personnel may receive compensation for unused sick days of \$50 per day up to a maximum of \$10,000. This provision is subject to change based upon the law in effect in New Jersey upon retirement.

14. **Hourly Rate for Specified Work:** Instructional assistants are paid \$16 an hour for assignment in summer school, to curriculum writing and summer task force/teams, and committee work as directed beyond the work day by Administration and pre-approved by the Board.

15. **Tuition reimbursement:** Tuition reimbursement is not in effect for the 2011-12 and 2012-13 school years. This clause gets implemented for the 2013-2014 school year with an established pool of \$4,000. If funds are not distributed in any school year, they will not be carried over into the next school year. Individual reimbursement will be considered on the order of written submission.

All courses considered for reimbursement are required to meet criteria under current New Jersey law as of the date of class registration, including but not limited to: (a) institution shall be an accredited institution of higher education; (b) Director approval is required prior to enrollment; and (c) course or degree must be related to the employee's current or future job responsibilities.

Maximum reimbursement per person will be \$1,000 per year. Tuition reimbursement will be calculated at 50% of the current Rowan rate to a maximum of \$500 per credit. A grade of B or better is required for reimbursement and proof of completion is required to be submitted to the Director/CSA within 60 days of receipt of final grade. Notice and complete paperwork must be provided to Director/CSA by September 1 for payment to be included in regular pay no later than the October payment.

16. **Teaching Assistants Serving as Teacher Substitutes:** Teaching Assistants asked to fill in as a substitute teacher will be paid according to their hourly rate and not the substitute teacher hourly rate.

NON-CERTIFIED PERSONNEL CUSTODIANS

1. **Hiring Guides:** See Appendix A.

2. **Grievance Procedure:** See Appendix C. Arbitration is binding for disciplinary grievances and all grievances regarding the length of the school day. All other matters will be advisory arbitration. If the Board rejects two advisory arbitration awards, the third grievance will be binding. Thereafter, the pattern of arbitration is reset back to advisory arbitration.

3. **Insurance Benefits:** See Appendix D.

4. **Length of Day:** The work day is 8.5 hours with a 30 minute lunch and two 15 minute breaks.

5. **Sick Leave:** Full time employees shall receive 10 sick days per year and twelve month employees shall receive 12 sick days per year cumulative without limit. Up to five days sick leave per year may be used as family care leave. Only upon retirement employees may receive compensation for unused sick days of \$50 per day up to a maximum of \$10,000. This provision is subject to change based upon the law in effect in New Jersey upon retirement.

6. **Vacation Days:** Full time employees receive 1 day vacation for every 2 months of work, up to a maximum of 6 days in year one of employment. Full time employees receive 10 vacation days in year two of employment, pro-rated throughout the year. After six years of continuous employment, full time employees receive 15 vacation days pro-rated throughout the year. Vacation days should be used in the current year. Up to five vacation days may be carried over to the next year only.

The Director/CSA shall approve the number of vacation days to be used in the summer based on the needs of the school.

7. **Personal Days:** All custodians receive four non-cumulative personal days per year which must be approved by Administration prior to use of the personal day. Personal leave may be used in units of no less than half-day increments at any one time. Personal leave time is intended to be used to accomplish personal business that cannot be accomplished during time other than normal working hours. Administrators shall consider the number of absences already approved on days when personal days are requested; and may limit the number of personal days on any school day. Unused personal days will be converted to sick days. Staff members should not anticipate approval of personal leave requests for days before or after a long weekend or vacation. Special requests may be granted.

8. **Holidays:** Employees have the following holidays off: July 4, Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, Martin Luther King Day, President's Day, Good Friday, Memorial Day, and one day selected by the employee and approved by the Director/CSA, except in years when school is open to make up days missed. In such cases, the specific holiday is replaced by an additional day selected by the employee with the approval of the Director/CSA.

9. **Black Seal License:** Employees will be paid \$850 for possession of a black Seal License, verified and filed with the school, when the facility in which the custodian works requires the certificate.

NON-CERTIFIED PERSONNEL SECRETARY/RECEPTIONIST

1. **Hiring Guides:** See Appendix A.

2. **Grievance Procedure:** See Appendix C. Arbitration is binding for disciplinary grievances and all grievances regarding the length of the school day. All other matters will be advisory arbitration. If the Board rejects two advisory arbitration awards, the third grievance will be binding. Thereafter, the pattern of arbitration is reset back to advisory arbitration.

3. **Insurance Benefits:** See Appendix D.

4. **Length of Day:** The work day is 8 hours and 30 minutes. Personnel receive a 30 minute lunch each day. The secretary/receptionist is entitled to two 15 minute break during the day.

5. **Sick Leave:** Full time ten month employees shall receive 10 sick days per year and twelve month employees shall receive 12 sick days per year cumulative without limit. Up to five days sick leave per year may be used as family care leave. Only upon retirement employees may receive compensation for unused sick days of \$50 per day up to a maximum of \$10,000. This provision is subject to change based upon the law in effect in New Jersey upon retirement.

6. **Personal Days:** All secretary/receptionists receive four non-cumulative personal days per year which must be approved by Administration prior to use of the personal day. Personal leave may be used in units of no less than half-day increments at any one time. Personal leave time is intended to be used to accomplish personal business that cannot be accomplished during time other than normal working hours. Administrators shall consider the number of absences already approved on days when personal days are requested; and may limit the number of personal days on any school day. Unused personal days will be converted to sick days. Staff members should not anticipate approval of personal leave requests for days before or after a long weekend or vacation. Special requests may be granted.

7. **Vacation Days:** Full time employees receive 1 day vacation for every 2 months of work, up to a maximum of 6 days in year one of employment. Full time employees receive 10 vacation days in year two of employment, pro-rated throughout the year. After six years of continuous employment, full time employees receive 15 vacation days pro-rated throughout the year. Vacation days should be used in the current year. Up to five vacation days may be carried over to the next year only.

The Director/CSA shall approve the number of vacation days to be used in the summer based on the needs of the school.

8. **Holidays:** Employees have the following holidays off: July 4, Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, Martin Luther King Day, President's Day, Good Friday, Memorial Day, and one day selected by the employee and approved by the Director/CSA, except in years when school is open to make up days missed. In such cases, the specific holiday is replaced by an additional day selected by the employee with the approval of the Director/CSA.

9. **Confidential:** Three current positions as of the date of this Agreement are confidential as agreed upon with the WCEA.

10. **Length of School Year:** The school year shall be 197 days for ten month secretary/receptionists, the same work calendar as followed by teaching and teaching assistant personnel. The number of days in the school year is prescribed by the TIFECs Charter approved by the New Jersey Department of Education. These employees may be required to work additional days outside of the faculty work year and be paid at their per diem rate. Twelve month secretary/receptionists work the same calendar year as administrators.

NON-CERTIFIED PERSONNEL FOOD SERVICE EMPLOYEE

1. **Hiring Guides:** See Appendix A.

2. **Grievance Procedure:** See Appendix C. Arbitration is binding for disciplinary grievances and all grievances regarding the length of the school day. All other matters will be advisory arbitration. If the Board rejects two advisory arbitration awards, the third grievance will be binding. Thereafter, the pattern of arbitration is reset back to advisory arbitration.

3. **Work Day:** Employees will work hourly as assigned by the Food Service Coordinator or Business Administrator.

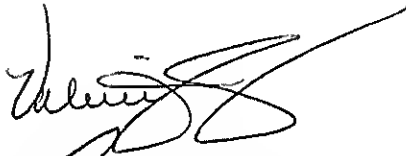
4. **Work Year:** Employees will work the student calendar plus training and preparation days as assigned by the Food Service Coordinator or Business Administrator.

5. **Insurance Benefits:** No benefits are provided to employees who work less than 35 hours per week.

Signature Page

Approved by the following representatives for the parties:

For the Charter School Board



Date 6-20-12

For the Association

Niki Williams
Charity Hecar

6-20-12
Date

APPENDIX A- HIRING GUIDE

The chart below is a hiring guide, and is intended to assist in establishing consistent and fair salaries at the time of hiring.

CERTIFIED PERSONNEL

For 2011-2012 School Year

Teachers	Experience Level	Degree: Bachelors	Degree: Masters
	1.	\$43,500	\$44,800
	2.	\$44,000	\$45,300
	3.	\$44,500	\$45,800
	4.	\$45,000	\$46,300
	5.	\$45,500	\$46,800

For 2012-2013 School Year

Teachers	Experience Level	Degree: Bachelors	Degree: Masters
	1.	\$44,500	\$45,800
	2.	\$45,000	\$46,300
	3.	\$45,500	\$46,800
	4.	\$46,000	\$47,300
	5.	\$46,500	\$47,800

NURSE PERSONNEL

Nurse	Experience Level	Salary	2012	Salary (13)
	1.		\$43,500	\$44,500
	2.		\$44,000	\$45,000
	3.		\$44,500	\$45,500
	4.		\$45,000	\$46,000
	5.		\$45,500	\$46,500

NON-CERTIFIED PERSONNEL INSTRUCTIONAL ASSISTANTS

IA	Experience Level	Salary
	1.	\$21,150
	2.	\$21,784
	3.	\$22,438
	4.	\$23,111
	5.	\$23,804

NON-CERTIFIED PERSONNEL CUSTODIANS

Custodians	Experience Level	Salary
	1.	\$30,000
	2.	\$30,900
	3.	\$31,827
	4.	\$32,782
	5.	\$33,765

NON-CERTIFIED SECRETARY/RECEPTIONIST

Secretary	Experience Level	Salary
	1.	\$25,500
	2.	\$26,000
	3.	\$26,500
	4.	\$27,000

NON-CERTIFIED PERSONNEL FOOD SERVICE

Food Service	Experience Level	Hourly Rate
	1.	\$10.20
	2.	\$10.40
	Food Service Coordinator will be paid \$.20 per hour more than starting rate.	

APPENDIX B- STIPEND GUIDE

These positions will be advertised and filled through application and selection and to be recommended by the Director/CSA to the Board of Trustees annually. Stipend positions have responsibilities that require work beyond the work day. The Director/CSA in consultation with staff members can recommend to the board additional stipend positions as the school grows and it becomes clear that these positions are needed. The director will have responsibility to prepare job descriptions to accompany recommendations to the board. Amounts to be paid for these positions need to be negotiated with the WCEA. When this occurs, no other items in the contract and no other new items can be negotiated.

The following positions are eligible for stipend compensation in the following amounts:

POSTION	NUMBER	ANNUAL STIPEND AMOUNT
Bus Coordinator	2 and up to 4 as needed	\$1100 (for 2010-2011)*
Grade Level Leader	As Needed	\$1500 (for 2010-2011)*
Specialist Leader	As Needed	\$1500
Student Supervisor	4 and up to 8 as needed	\$650
Technology Specialist	1 and up to 2 as needed	\$800 (for 2010-2011)*
Master Scheduler	1 and up to 2 as needed	\$900 in three payments of \$300 each the last payment upon completion of the schedule

* For those employees continuing in the same stipend position from 2010-2011 to 2011-2012, 50% of the above stipends amounts will be paid retroactively for the 2010-2011 school year. The number of positions covered includes one bus coordinator, 3 grade level leaders, and 1 technology specialist.

Stipend positions have responsibilities that require work beyond the work day, the stipend duties are not subject to the \$32 hour additional rate.

Grade Level Leaders are expected to attend and/or lead a maximum of two meetings a month outside of the normal work day.

APPENDIX C- GRIEVANCE PROCEDURE

In the event that a member of the WCEA contends that a provision of this Agreement has been violated a grievance may be filed. It is the hope of both TIF ECS and WCEA that grievable differences will be resolved at the lowest level possible according to the following procedure:

Step 1: Within ten (10) work days of the alleged grievance, the employee shall notify the building administrator of the specific concern and request a meeting to discuss resolution of the issue. Within five (5) work days of being notified of the employee's concern, the building administrator shall meet with the employee to informally seek a resolution of the expressed concern of the employee.

Step 2: If the employee believes that the issue cited to the building administrator remains unresolved as a result of the informal attempt to resolve it, the employee may, within ten (10) work days, request in writing a meeting with the Director/CSA to formally resolve the issue. Within ten (10) work days of receipt of the request, the Director/CSA shall meet with the employee to formally discuss the alleged grievance and explore possible resolution of the issue. Within ten (10) work days of the formal meeting, the Director/CSA shall respond to the employee in writing regarding steps to be taken to resolve the issue.

Step 3: If the employee believes that the issue remains unresolved, or if the Director/CSA fails to respond in writing to the issue as set forth in Step 2, above, the employee may within ten (10) work days appeal the administration's position to the Board of Trustees Grievance Committee. Within twenty (20) work days of receipt of the appeal, the subcommittee of the Board shall meet with the employee and a subcommittee of the WCEA to formally discuss the alleged grievance and explore possible resolution of the issue. Within twenty (20) work days of the formal meeting, the subcommittee of the board shall respond to the employee and the subcommittee of the WCEA in writing regarding steps to be taken to resolve the issue.

Step 4: If the employee believes that the issue remains unresolved, or if the subcommittee of the board fails to respond in writing to the issue as set forth in Step 3, above, the employee may within twenty (20) work days appeal the subcommittee's position to the full Board of Trustees. Within twenty (20) work days of receipt of the appeal, the board shall meet with the employee and the subcommittee of the WCEA to formally discuss the alleged grievance and explore possible resolution of the issue. Within twenty (20) work days of the formal meeting, the board shall respond to the employee and the subcommittee of the WCEA in writing regarding steps to be taken to resolve the issue.

Step 5: If the employee believes that the issue remains unresolved, or if the board fails to respond in writing as set forth in Step 4, above, the employee may within twenty (20) work days appeal the issue to arbitration. The arbitration shall be conducted under the rules of the Public Employee Relations Commission. Arbitration is binding for disciplinary grievances and all grievances regarding the length of the school day. All

other matters will be advisory arbitration. If the Board rejects two advisory arbitration awards, the third grievance will be binding. Thereafter, the pattern of arbitration is reset back to advisory arbitration. The cost of arbitration shall be divided equally between the parties. To expedite the rendering of a prompt decision, there shall be no transcript except if requested by the arbitrator.

APPENDIX D-INSURANCE BENEFITS

1. **Eligible Employees:** Employees working 35 hours or more per week shall be eligible to receive benefits.

2. **Coverage:** TIFECS will contribute to the cost of medical coverage to full time employees, including medical, dental, and vision benefits. Contribution to new employee coverage is for individual only. Employees working in years 1 to 3 have the right to purchase dependent coverage through TIFECS; such coverage must come out of the employees pay check through payroll deductions. When employees achieve tenure, or 3 years of performance reviews that are successful and the employee continues with TIFECS on the first day of the 4th year, the employee becomes eligible to enroll dependents at a shared cost determined by state formula. Such employees shall be eligible for family/dependent dental and vision coverage at the Board's expense.

3. **Opt-Out Reimbursement:** Employees may receive opt-out reimbursement at 25% of cost of coverage up to a cap of \$5,000. However, if an employee's spouse is a member of the State Health Benefits Plan, that employee is not eligible to receive the opt-out as only one family member may be enrolled in the State Health Benefits Plan.

4. **Employee Contribution:** As required by current law. See handout.